



BLACKDUCK PERSONNEL COMMITTEE

MONDAY DECEMBER 7th, 2016 6PM

MEETING MINUTES

CALL TO ORDER: The City of Blackduck Personnel Committee met in a scheduled meeting at the City Hall at 6:00 p.m. on December 7th, 2016.

Roll Call

Committee Members present: Councilors Stade, Patch, and City Administrator, Christina Regas

Committee Members Absent: none

Staff Present: none

Others Present: none

The meeting was called to order at 6:00pm the Pledge of Allegiance was not recited.

Topics covered in the work session were as follows:

1. **2016 ANNUAL REVIEW PROCESS** – Regas presented the review process to the committee for review. The following was approved:
 - a. **Department Head Reviews** – Regas presented for committee review performance appraisals for the department heads and their scores. All reviews were approved with some new additional notes and wage increases presented for those employees approved.
 - b. **Employees** – Regas presented for committee review performance appraisal scores from the department head's submitted reviews. All reviews and wage increases presented for those employees were discussed and approved with additional changes.
 - c. **City Administrator** – Regas presented feedback forms for Council to submit for the City Administrator position. Regas presented summary of feedback form scores from Department Heads and from the Deputy Clerk. Regas submitted for review a self-evaluation for committee review. All feedback and scores were approved to date. Regas was missing feedback forms from 3 councilors and 2 department heads. Regas will submit those for review when received. Wage increase presented for City Administrator was approved.
 - d. **Police Department** – Regas noted that due to the recent hire dates of Chief of Police and Police Officer reviews were not completed. One year probation period of Police Officer will be reviewed at anniversary date and then wage increase will be discussed at that time. 2017 review process will be completed on both new officers and wage increases for 2018 will be set appropriately at that time.

ADJOURN – Council adjourned their work session at 9:10pm.

Christina Regas, City Administrator

Rudy Patch, Mayor